



SANDRA SHEWRY
Director

State of California—Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

February 2, 2007

Dear Interested Parties:

**HEALTH CARE OPTIONS PROGRAM REQUEST FOR PROPOSAL (RFP) 06-55000
ADMINISTRATIVE BULLETIN 5, ADDENDUM 4**

Administrative Bulletin Number 5, Addendum 4 issued by the California Department of Health Services (CDHS), Office of Medi-Cal Procurement (OMCP), announces information and changes to Request for Proposal (RFP) for the Health Care Options Program. CDHS provides notification to interested parties of the following:

- Due to the volume of questions received before and during the Pre-Proposal Conference on January 17, 2007, the release date for official responses has been delayed. A notification will be sent when they are released; continue to check the website, www.dhs.ca.gov/omcp for information.
- The **Proposal Submission due date** has been changed to 4:00 p.m., Pacific time, Friday, April 6, 2007 to allow additional time to finalize official responses to Proposer questions.
- Also, effective immediately, we will accept no further questions regarding this RFP, with the exception of follow up questions to the official responses pursuant to the provisions of RFP Main, Section D.3.b. This does not relieve you of your obligation to report known or suspected problems or to seek clarification of the RFP pursuant to the RFP Main Section D, page 17.
- The enclosure (Addendum 4) incorporates changes to the Data Library Index (Appendix 2); additional documents have been added. To obtain a CD-R with the additional Data Library material, please send an e-mail to the address provided below.

Within the text of the Data Library Index, changes are indicated as an underline and a strikethrough to denote revisions.

In order to configure the Internet and CD version of the RFP to accurately reflect the current requirements and considerations, remove the existing pages and insert the appropriate replacement pages. The website for the electronic version is www.dhs.ca.gov/omcp.

ONLINE AND CD VERSION

To update the RFP, use the instructions in the following chart. Any changes made to the RFP are published as replacement pages in the RFP.

REMOVE EXISTING PAGES	REPLACEMENT PAGES
Health Care Options Data Library Index, page 7 of 9	Health Care Options Data Library Index, page 7 of 9. Modified title and added comment
Health Care Options Data Library Index, page 8 of 9	Health Care Options Data Library Index, page 8 of 9. Added new categories: "Monthly Security Report" and "Memorandum of Understanding".
Health Care Options Data Library Index, page 9 of 9	Health Care Options Data Library Index, page 9 of 9. Added new categories: "Report Users Manual", "Default Algorithms" and "HCO Takeover Letters".

Prospective Proposers have five (5) working days from the issue of this transmittal to the postmark date of the proposers' response to submit any objections to the Addendum to the address below:

RFP 06-55000
Attn: Karissa Kanenaga or Ramonda Ramos
CA Department of Health Services
Office of Medi-Cal Procurement, Mail Station 4200
Health Care Options Program
P.O. Box 997413
Sacramento, CA 95899-7413
E-Mail: omcprfp0@dhs.ca.gov

Sincerely,

Original signed by *Donna Martinez*

Donna Martinez, Chief
Office of Medi-Cal Procurement

Enclosures

HEALTH CARE OPTIONS PROGRAM DATA LIBRARY INDEX					APPENDIX 2
TITLE	FORMAT	DESCRIPTION	DATE ADDED	DATE UPDATED	COMMENTS
EXEMPTION REQUEST REPORTS	CD	The monthly reports provided by the Contractor to the State that detail all exemptions to health plan enrollment requests received by the Contractor.	5/19/06		
ACCEPTED EXEMPTION REPORTS	CD	The monthly reports provided by the Contractor to the State which details all exemptions to health plan requests that were approved by the State.	5/19/06		
MANDATORY ELIGIBLES REPORTS	CD	The monthly reports provided by the Contractor to the State reflecting the status of the numbers of beneficiaries in mandatory aid codes eligible to receive medical/dental enrollment mailings.	5/19/06		
INVOICES AND INVOICE RECEIPTS	CD	The written documentation from the Contractor of providing monthly invoices for payment to the State.	5/19/06		
MAXIMUS POLICIES AND PROCEDURES /QUALITY ASSURANCE PROCEDURES STANDARDS MANUALS	CD	The Contractor's manuals that outline their State-approved Policies and Procedures/Quality Assurance Procedures that are used to perform contractual requirements of the HCO Program within various operational areas (e.g. Telephone Call Center, Records Retention, Research, Financial Management, Quality Assurance, Facilities Management, etc.).	5/19/06	Q-3028 updated: 1/12/07 Title modified and comment added: 1/30/07	These items were initially provided by the Contractor to CDHS during the Takeover phase of the Contract via HCO Takeover Letters 01-0791 and 01-0792.
HCO FINANCIAL MANAGEMENT MANUAL	CD	The current HCO Financial Management Manual developed by the current Contractor including updates issued since its initial development.	12/5/06		

HEALTH CARE OPTIONS PROGRAM DATA LIBRARY INDEX					APPENDIX 2
TITLE	FORMAT	DESCRIPTION	DATE ADDED	DATE UPDATED	COMMENTS
ENROLLMENT SURVEY TASKFORCE	CD	A report presenting research completed by Field Research Corporation for Runyon, Saltzman & Einhorn, and the California Department of Health Services, Medi-Cal Managed Care Division related to determining why some Medi-Cal beneficiaries default in choosing a managed health care plan and to identify actions that might be taken to address the problem.	8/23/06		
MEDI-CAL APPLICATION (MC 210)	Website	http://www.dhs.ca.gov/publications/forms/Medi-Cal/eligibilitybynumber.htm	9/21/06		
MEDI-CAL/HEALTHY FAMILIES APPLICATION (MC 321)	Website	http://www.dhs.ca.gov/publications/forms/Medi-Cal/eligibilitybynumber.htm .	9/21/06		
MEDI-CAL INFORMATIONAL BROCHURE (PUB 68)	Website	http://www.dhs.ca.gov/publications/forms/Medi-Cal/eligibilitybynumber.htm	9/21/06		
HEALTHY FAMILIES HANDBOOK	Website	http://www.healthyfamilies.ca.gov/English/Publications/Handbook/1HealthyFamilies.pdf	9/21/06		
CONSUMER GUIDE	Website	http://www.dhs.ca.gov/mcs/mcmcd/htm/consumerguide.htm A guide developed by CDHS, Medi-Cal Managed Care Division to assist beneficiaries in choosing a Medi-Cal managed health care plan.	9/21/06		
MONTHLY SECURITY REPORT	CD	The Monthly Security Report provided by the Contractor to CDHS. The Contractor began providing this report to CDHS on 1/22/07.	1/30/07		This item includes the initial deliverable including background documentation relative to its creation.
MEMORANDUM OF UNDERSTANDING (MOU) SAMPLES, FOR ALAMEDA AND	CD	Samples for Alameda and Sacramento counties of the written agreement between the Contractor and a county social services site for space in a county	1/30/07		

**HEALTH CARE OPTIONS PROGRAM
DATA LIBRARY INDEX**

APPENDIX 2

TITLE	FORMAT	DESCRIPTION	DATE ADDED	DATE UPDATED	COMMENTS
SACRAMENTO COUNTIES, FOR MAXIMUS FIELD OPERATIONS AND COUNTY SOCIAL SERVICES DEPARTMENTS.		building for HCO Program staff and program activities.			
REPORT USERS MANUAL (RUM)	CD	The report user manual provided by the Contractor to HCO during Takeover which lists and details the various reports generated by the Contractor either manually or by way on-line submission.	1/30/07		
DEFAULT ALGORITHMS – AS OF DECEMBER 1, 2006	CD	The default allocations for each Medi-Cal managed health care plan utilized by the Contractor for auto-assignment of beneficiaries who do not proactively make a health care plan choice.	1/30/07		
HCO TAKEOVER LETTERS	CD	The written letters provided by the Contractor to CDHS during the Takeover phase of the Contract. Takeover deliverables are included within these letters or attached, as appropriate.			